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Linda McCulloch
Superintendent

December 18, 2003

TO: School Food Authorities Using Provisions 2

FROM: Christine Emerson, Director
School Nutrition Programs

SUBJECT: Counting and Claiming

USDA Provision 2 Guidance for the National School Lunch Program and School Breakfast Program states that during the non-base years, Provision 2 schools count the total number of reimbursable meals at the *point of service* on a daily basis. Meal counts by type, i.e., free, reduced-price and denied, are not required. Tickets, tokens and other forms of exchange that identify a child's eligibility status to the cashier are not required. However, the meal count **must** be taken at the *point of service*. *Point of service* means that point in the food service operation where a determination can accurately be made that a reimbursable meal has been served to a student. A tray count or an attendance/classroom count is not a *point of service* count and cannot verify that a reimbursable meal has been served.

At the end of the month, the daily meal counts for **each** Provision 2 school is totaled by program (NSLP/SBP). The meal count totals are then prorated into categories, free, reduced-price or denied by applying the base year monthly or annual claiming percentages. After allocating meals to the proper category, the meal counts are consolidated with the meal counts of other schools (both Provision and non-Provision schools) at the school food authority level and submitted to the State Agency for reimbursement. Reimbursement cannot be made if meal counts are not taken, prorated, and submitted to the State Agency.

If you have questions or need further assistance call Diane Dolan, School Nutrition Program Specialist, (406) 444-4416.